

REQUEST FOR PROPOSALS

Family Violence & Prevention Services Act- American Rescue Plan COVID-19 Testing, Vaccines, and Mobile Health Units Supplemental Funding



Alabama Department of Economic and Community Affairs

Law Enforcement and Traffic Safety Division

Issue Date:
Proposal Due Date:

August 15, 2022
September 19, 2022

Family Violence Prevention and Services Act- American Rescue Plan Act

The American Rescue Plan Act of 2021 (ARP) provides \$47.8 billion in funding to the Secretary of Health and Human Services (HHS) to detect, diagnose, trace, monitor and mitigate SARS-CoV-2 and COVID-19 infections, and related strategies to mitigate the spread of COVID-19. Specified activities include: implementing a national strategy for testing, contact tracing, surveillance, and mitigation; providing technical assistance, guidance, support, and grants or cooperative agreements to states, localities, and territories for activities to detect, diagnose, trace, monitor, and mitigate COVID-19 infections; supporting the development, manufacturing, procurement, distribution, administration of tests, including supplies necessary for administration such as personal protective equipment (PPE); establishing and expanding federal, state, local, or territorial testing and contact tracing capabilities, including investments in laboratory capacity, community-based testing sites, and mobile testing units, particularly in medically underserved areas; enhancing IT, data modernization, and reporting; awarding grants, cooperative agreements, or contracts with state, local, and territorial public health departments to establish, expand, and sustain a public health workforce; and covering administrative and program support costs.

The purpose of these supplemental funds in the FVPSA program is to prevent, prepare for, and respond to COVID-19 with an intentional focus on increasing access to COVID-19 testing, vaccines, and mobile health units to mitigate the spread of this virus, and increase supports for domestic violence survivors. Within these parameters, grant recipients have flexibility to determine which services best support the needs of survivors, children, and families experiencing family violence, domestic violence, and dating violence.

Domestic violence is a significant public health issue for survivors and their dependents. The implementation of this supplemental funding aligns with the FVPSA definition of supportive services (45 CFR § 1370.2) and also aligns with medical advocacy and other services identified in FVPSA at 42 U.S.C. 10408(b)(1)(A)-(H).

The COVID-19 testing, vaccines, and mobile health units supplemental funding provides resources for states, territories, and tribes to increase access to services and supports for domestic violence survivors and their dependents who have been impacted by the COVID-19 virus and the COVID-19 public health emergency. Expanding the access to health care and supportive services increases survivor safety, as well as strengthens the health and wellbeing of 1.3 million survivors served by FVPSA-funded programs every year.

Eligible Applicants:

In order to be eligible for FVPSA/ARP-COVID funds, an organization must be a local public agency, or a non-profit private organization, that assists victims of family violence, domestic violence, and/or dating violence, and their dependents. Eligible entities can also be classified as faith-based organizations, community-based organizations, tribal organizations, and voluntary associations. The applying organization must have a documented history of effective work concerning family violence, domestic violence, and/or dating violence.

Award Period:

The award period will tentatively run from October 1, 2022 until September 30, 2024. The official start date will be contingent upon a fully executed award.

Submission Information:

For FVPSA American Rescue Plan COVID Testing, Vaccines, Mobile Health Unit Act Supplemental Funding, applicants will complete and submit their applications in Alabama Grants at <https://grants.alabama.gov/>. Deadline to submit application is September 19, 2022, by 11:59 p.m.

System Registration:

- Navigate to <https://grants.alabama.gov/>
- Have an Authorized Official (AO) for your organization register as a new user.
- Complete and submit a registration request.
- Wait for an email confirmation granting access to the system.
- After receiving the confirmation, your AO can login to the system and designate access to your organizational account to other staff members as appropriate. (See the Grantee Admin Manual or Grantee Admin Training Video under the Alabama Grants' Training Materials section)

Based on the organization type selected under the organization profile, a user will see any available funding opportunities under the "My Opportunities" panel of the user's dashboard.

Any application or documentation in support of an application not submitted in Alabama Grants will not be accepted for review. The Law Enforcement and Traffic Safety Division reserves the right to reject any incomplete proposals without review.

Contact Information:

For assistance with technical issues, such as forgetting username and/or password, adding dashboard panels, or navigating the website in Alabama Grants, contact the Agate Software Helpdesk at helpdesk@agatesoftware.com or at 1 (800) 820-1890. The Agate Software Helpdesk operates 7:00 a.m. to 7:00 p.m. CST Monday - Friday.

For assistance with the requirements of this request for proposal, please submit your questions to:

Daphne Ball, Violence Prevention Program Supervisor, at Daphne.Ball@adeca.alabama.gov or at (334) 353-3538.

If an applicant experiences technical issues with Alabama Grants and is unable to submit its application by the deadline, the applicant must document the issue and email the contacts identified above **before the application deadline**.

Application Webinar:

ADECA/LETS will conduct one application webinar to review the Alabama Grants system, the solicitation requirements, and conduct a question-and-answer session with potential applicants. Participation is optional. The webinar has been scheduled for August 18, 2022, at 10:00 a.m.

FVPSA ARP COVID-19 Testing, Vaccines, and Mobile Health Units Supplemental Funding

Host: Ball, Daphne

Thursday, August 18, 2022

10:00 AM | (UTC-05:00) Central Time (US & Canada) | 1 hr 30 mins

[Register](#)

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PART I – FUNDING OPPORTUNITY DESCRIPTION

A. BACKGROUND ON THE FAMILY VIOLENCE PREVENTION AND SERVICES ACT:

The Family Violence Prevention and Services Act (FVPSA) provides the primary Federal funding stream dedicated to the support of emergency shelter and supportive services for victims of domestic violence and their dependents.

Enacted by Congress in 1984, FVPSA is intended to help states: raise public awareness about domestic violence, prevent its occurrence, and create, maintain, and expand services to victims of domestic violence and their dependents.

FVPSA grant funds were the first dollars appropriated at the Federal level to assist states in responding to and preventing incidents of family violence, and it continues to be the primary source of dedicated funding for domestic violence shelters and support services. FVPSA funds are designed to assist states in their efforts to support the establishment, maintenance, and expansion of programs and projects: 1) to prevent incidents of family violence, domestic violence, and dating violence; 2) to provide immediate shelter, supportive services, and access to community-based programs for victims of family violence, domestic violence or dating violence, and their dependents ; and 3) to provide specialized services for children exposed to family violence, domestic violence, or dating violence, underserved populations (45 CFR § 1370.10(a)).

B. ELIGIBLE ORGANIZATIONS:

In order to be eligible for FVPSA funds, an organization must be a local public agency, or a non-profit private organization, that primarily assists victims of family violence, domestic violence, and/or dating violence, and their dependents. Eligible entities can also be classified as faith-based organizations, community-based organizations, tribal organizations, and voluntary associations. The applying organization must have a documented history of effective work concerning family violence, domestic violence, and/or dating violence.

C. Allowable Use of Funds:

COVID-19 TESTING

The intent of the ARP COVID-19 testing, vaccines, and mobile health units supplemental funding is to assist states, territories, tribes with:

- Eliminating barriers to COVID-19 testing and supplies for domestic violence shelters, domestic violence programs, culturally specific organizations, tribes, and rural communities.
- Providing resources for onsite testing for domestic violence shelters, domestic violence programs, culturally specific organizations, tribes, and rural communities.
- Providing resources and access to rapid COVID-19 testing and supplies for domestic violence shelters, domestic violence programs, culturally specific organizations, tribes, and rural communities.

- Maintaining and increasing COVID-19 testing efforts for domestic violence survivors and their dependents
- Expanding access to testing for tribes, rural communities, racial and ethnic specific communities, limited English proficient (LEP) individuals; and
- Expanding the range of COVID-19 mitigation activities for domestic violence shelters, domestic violence programs, culturally specific organizations, tribes, and rural communities.

The ARP COVID-19 testing, vaccines, and mobile health units supplemental funding can be used for COVID-19 testing and mitigation-related expenses or to reimburse subrecipients for such expenses. Funding should assist the states, territories, and tribes with expanding testing and mitigation-related activities to best address the needs of the local communities in the service area(s). This includes both direct and indirect costs of COVID-19 testing and mitigation and other related expenses. It is important for states, territories, and tribes to demonstrate that each related expense is directly and reasonably related to the provision of COVID-19 testing or COVID-19 mitigation activities. Each related expense must be reasonable and appropriate given relevant clinical and public health guidance.

COVID-19 testing, mitigation, and -related expenses refer to the following:

- COVID-19 testing includes viral tests to diagnose active COVID-19 infections, antibody tests to diagnose past COVID-19 infections, and other tests that the Secretary and/or Centers for Disease Control and Prevention (CDC) determines appropriate in guidance
- Other activities to support COVID-19 testing, including planning for implementation of a COVID-19 testing program, providing interpreters and translated materials for LEP individuals, procuring supplies to provide testing, training providers and staff on COVID-19 testing procedures, and reporting data to HHS on COVID-19 testing activities; or
- Supplies to provide COVID-19 testing including, but not limited to:
 - Test kits,
 - Swabs,
 - Storage (e.g., refrigerator, freezer, temperature-controlled cabinet),
 - Storage unit door safeguards (e.g., self-closing door hinges, door alarms, door locks),
 - Sharps disposal containers, and
 - Temperature monitoring equipment.
- COVID-19 mitigation includes efforts, activities, and strategies to reduce or prevent local COVID-19 transmission and minimize morbidity and mortality of COVID-19 in sectors such as schools, workplaces, and health care organizations, described in the CDC Community Mitigation Framework.
 - Mitigation activities may include, but are not limited to, case investigation, contact tracing, COVID-19 screening, COVID-19 testing promotion and confidence building, community education, health behavior promotion, and referrals to testing, clinical services, and support services.
 - COVID-19 testing and mitigation related-expenses include:

- Leasing of properties and facilities as necessary to support COVID-19 testing and COVID-19 mitigation;
- Digital technologies to strengthen the recipient’s core capacity to support the public-health response to COVID-19;
- Education, rehabilitation, prevention, treatment, and support services for symptoms occurring after recovery from acute COVID-19 infection, including, but not limited to, support for activities of daily living—this includes services for the range of symptoms described as Post-Acute Sequelae of SARS-CoV-2 infection (PASC) (i.e., long COVID-19) and providing interpreters and translated materials for LEP individuals maintenance;
- Items and services furnished to an individual during health care provider office visits (including in-person visits and telehealth visits) in connection with an order for or administration of COVID-19 testing or COVID-19 mitigation activities; and
- Other activities to support COVID-19 testing and COVID-19 mitigation, including, but not limited to, planning for implementation, providing interpreters and translated materials for LEP individuals’ maintenance, and/or expansion of a COVID-19 testing program and/or COVID-19 mitigation program, procuring supplies to provide COVID-19 testing, training providers and staff on COVID-19 testing procedures or COVID-19 mitigation, and reporting data to HHS on COVID-19 testing activities and COVID-19 mitigation activities.

COVID-19 VACCINE ACCESS

The intent of this supplemental funding is to provide resources for states, territories, and tribes to provide access to COVID-19 vaccines for domestic violence survivors and their dependents including individuals from vulnerable and medically underserved communities. States, territories, and tribes and subrecipients may use funds to address any barriers to vaccines that may be experienced by domestic violence survivors and their dependents.

The supplemental testing funding can be used for supplies and vaccine administration fees for administering the COVID-19 vaccine are outlined below but are not limited to:

- Administration of a single-dose COVID-19 vaccine,
- Administration of the first dose of a COVID-19 vaccine requiring a series of two or more doses,
- Administration of the final dose of a COVID-19 vaccine requiring a series of two or more doses,
- Administration of recommended booster dose of a COVID-19 vaccine, and

- Other activities to support COVID-19 vaccine access or administration, including planning for implementation of a COVID-19 vaccine program, providing interpreters and translated materials for LEP individuals, procuring supplies to provide vaccines, training providers and staff on COVID-19 vaccine procedures, and reporting data on vaccine activities.

Allowable uses of funds may include, but are not limited to, the development and sharing of vaccine related outreach and education materials that are culturally competent or linguistically appropriate, conducting face-to-face outreach as appropriate, making phone calls or other virtual outreach to community members for education and assistance, providing information on the closest vaccine locations, organizing pop-up vaccination sites, making vaccine appointments for individuals, making vaccine reminder calls/texts, and arranging for transportation and childcare assistance to vaccine appointments, as needed, and using interpreters and translated materials for communications with LEP individuals.

The implementation of this supplemental funding is intended to build upon national vaccine education and outreach efforts (including the HHS-funded programs listed under technical assistance resources below), while tailoring approaches to meet the unique needs of the community. Further, this funding will directly support the increase in state, territorial, tribal, and local domestic violence workforce needed to implement this supplemental funding, support access to vaccines, and support coordination with the local health department, health centers or Indian Health Service (IHS) centers that will support addressing any barriers to vaccination for domestic violence survivors and their dependents, including individuals from vulnerable, underserved, rural and racial or ethnic specific communities.

Implementation efforts are expected to be coordinated with the local health department or IHS and may include, but are not limited to: vaccine promotion, information dissemination to survivors about how and where to get vaccinated, coordinating with existing vaccination sites and public health partners to identify isolated and/or vaccine hesitant populations, and increased community and individual patient literacy on benefits of broad vaccination and the safety of vaccines.

MOBILE HEALTH UNITS ACCESS

Mobile health units are an innovative model of health care delivery that could help alleviate health disparities among vulnerable populations and individuals with chronic diseases. The target populations of mobile health units include vulnerable communities such as the homeless, displaced populations, immigrant communities, migrant workers, the under-insured, and children. Historically, these populations and communities are often disconnected from traditional health care settings and require support in accessing health care.

Mobile health units travel to partnering locations and provide services on a recurring basis. For example, mobile health units across the country have successfully partnered with other agencies serving the homeless in the community, such as homeless shelters, faith-based organizations, and food banks. Access to services, engagement in care, and successful utilization of needed services may lead to measurable improvements in health care outcomes among homeless populations of individuals and families.

The FVPSA Program is providing supplemental testing funding to assist states, territories, tribes, domestic violence shelters, domestic violence programs, culturally specific programs, and rural communities with establishing partnerships with health departments, hospitals, and IHS facilities

to access mobile health units to mitigate the spread of COVID-19 for domestic violence survivors and their dependents.

Specifically, this supplemental funding is intended to assist states, territories, tribes, shelters, culturally specific organizations, and rural communities with establishing or maintaining contracts with existing mobile health units operated by hospitals, medical clinics, health centers, and public health nonprofit organizations. This funding is intended to provide resources for states, territories, shelters, domestic violence programs, culturally specific organizations, and tribes to have contractual agreements with mobile health units to make regular visits each week to shelter locations, program locations, transitional housing locations, or tribal locations. FVPSA grant recipients are not expected to purchase or operate their own mobile health units.

Partnerships with mobile health units can help FVPSA recipients expand access for survivors and their dependents who are in rural parts of their state, or who are members of underserved communities by giving them greater flexibility to bring health care services even closer to survivors who may be isolated from health care.

In terms of access to mobile health units, the International Journal for Equity in Health states that there are an estimated 2,000 mobile clinics operating across the United States (US), serving 7 million people annually, (Attipoe-Dorcoo, S., Delgado, R., Gupta, A., Bennet, J., Oriol, N. E., & Jain, S. H. (2020). Mobile health clinic model in the COVID-19 pandemic: lessons learned and opportunities for policy changes and innovation. *International journal for equity in health*, 19(1), 73. <https://doi.org/10.1186/s12939-020-01175-7>).

Mobile health unit is defined “as a unit that is staffed by clinicians working for or on behalf of a health center, hospital, or medical association to provide medical or oral health services at one or more locations” (Yu, S., Hill, C., Ricks, M. L., Bennet, J., & Oriol, N. E. (2017). The scope and impact of mobile health clinics in the United States: a literature review. *International journal for equity in health*, 16(1), 178. <https://doi.org/10.1186/s12939-017-0671-2>).

The supplemental testing funds can be used to establish or maintain contracts with mobile health units for regularly scheduled visits or on-call visits to domestic violence programs, culturally specific organizations, tribes, or rural communities to mitigate the spread of COVID-19.

Additional allowable uses of funds are outlined below but are not limited to:

- COVID-19 testing and vaccine administration;
- Preventative health services to mitigate the spread of COVID-19 such as vaccines, primary health care, or behavioral health services; and
- Operational costs or supply costs associated with the operation of mobile health units to partner with domestic violence shelters, programs, tribes, culturally specific organizations, or rural communities.

WORKFORCE EXPANSIONS, CAPACITY BUILDING, AND SUPPORTS

The supplemental testing funds can be used for COVID-19 workforce related expansions and supports, or to reimburse subrecipients for such costs and for costs that include but are not limited to:

- Planning for implementation of a COVID-19 testing program, COVID-19 mitigation program, or mobile health units' access program;
- Training providers and staff on COVID-19 testing procedures, COVID-19 mitigation activities, or mobile health unit coordination activities;
- Hiring culturally competent and linguistically-appropriate providers and staff to carry out COVID-19 testing procedures, COVID-19 mitigation activities, or mobile health unit coordination activities;
- Reporting data to HHS on COVID-19 testing activities, COVID-19 mitigation activities, or mobile health unit coordination activities; and

The purpose of these allowable workforce capacity building expenses is to ensure the continuity of domestic violence services in local communities by allowing supplement funding to be used to sustain an advocacy workforce to prevent, prepare for, and respond to the needs of domestic violence survivors impacted by the COVID-19 public health emergency. A sustainable workforce is needed to operate COVID-19 testing programs, COVID-19 mitigation programs, or mobile health units access programs; and to coordinate partnerships with health departments for each local program to keep families healthy and safe during the COVID-19 public health emergency.

D. COSTS GENERALLY UNALLOWABLE:

The following services, activities, and costs, although not exclusive, **cannot** be supported with FVPSA/ARP funds at the subgrantee level:

- Direct Financial Payments to Victims or Their Dependents
- Construction
- Land Acquisition
- Compensation for Federal Employees
- Travel of Federal Employees
- Bonuses or Commissions
- Costs of Preparing Proposals for Potential Subgrants
- Military-Type Equipment
- Lobbying Activities
- Fund Raising
- Corporate Formation
- Imputed Interest
- Membership fees
- Other Additional Costs Deemed Unallowable by ADECA

E. WRITTEN AGREEMENTS OR MEMORANDA OF UNDERSTANDING:

For purposes of this proposal, the written agreements or memoranda of understanding are documents containing the terms of the partnership including the roles and responsibilities between two or more parties. The written agreements or memoranda of understanding should

be signed and dated by the Authorized Organization Representative (AOR) of each proposed partner agency during the development of the proposal.

The written agreement or memorandum of understanding must:

- Clearly identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Clearly state the roles and responsibilities each partner will assume to ensure the success of the proposed project;
- Include all relevant agencies or organizations that are necessary and will collaborate to implement the goals, objectives or activities included within the proposed project;
- Specify the extent of each partner's participation in developing the proposal;
- Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training);
- Adequately demonstrate the correlation between the issue(s) to be addressed and the expertise of proposed organizations and key staff/positions;
- Signatories should include their titles and agencies under their signatures.

F. RISK ASSESSMENTS:

Federal regulations require grantees to conduct a risk assessment of each proposal before an award can be made. A risk assessment must be based on each applicant with regard to current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance. Applicants with any findings may carry special conditions such as increased monitoring and/or prohibitions on drawing funds until certain requirements are met. Applicants with substantial/persistent performance, or compliance issues, i.e. long-standing open audits or open criminal investigations, will possibly not receive an award until all issues are resolved. However, all assessments are unique and will be handled on a case-by-case basis.

G. REVIEW PROCESS:

Proposals are carefully reviewed for completeness and to ensure that only projects with a significant chance of success are funded. All proposals will be checked by ADECA staff to make sure they are complete. Complete proposals will then continue to the risk assessment stage. After the risk assessment stage, proposals will be reviewed by at least two program staff. Once a proposal is reviewed, a recommendation for funding may be made.

H. APPLICATION SECTIONS:

General Application Section:

To complete an application for FVPSA funding you must register with Alabama Grants. Follow these steps to begin your initial registration:

- Navigate to <https://grants.alabama.gov/>
- Have an Authorized Official (AO) for your organization register as a new user.
- Complete and submit a registration request.
- Wait for an email confirmation granting access to the system.
- After receiving the confirmation, your AO can login to the system and designate access to your organizational account to other staff members as appropriate. (See the Grantee Admin Manual or Grantee Admin Training Video under the Alabama Grants' Training Materials section)

After successfully registering in the system, an Authorized Official can add new members through the Organizational Members section. Each agency member can be assigned one of three roles: Subrecipient Viewer, Subrecipient Staff, and Subrecipient Admin. The role of a Subrecipient Viewer only allows individuals in those roles to view information within the system. The role of Subrecipient Staff allows individuals to enter or alter information but does not have the ability to submit or accept documents. The role of Subrecipient Admin will receive full access within the system.

Note: Each agency employee must have an Alabama Grants profile, if their position will be requested in a grant application. When completing the application's Personnel Section, you will select employee names from a dropdown box that is prefilled with the names of individuals who have a profile in the system. The selection "TBD" has been programmed in the dropdown box for vacant or unfilled positions.

After logging in, you will arrive at your personal dashboard. Here you will see the 'My Tasks', 'My Opportunities', and 'Announcements' panels. The My Opportunities panel is where you find links to complete applications for different funding opportunities. Funding opportunities will only be seen once the period opens for application and will disappear once the application period closes. After you select the funding opportunity, you will select whether you agree or decline to begin the selected application. After you agree to begin the application, you will be directed to application landing page where you can begin completing the application. On your dashboard, your application will be found in the My Tasks panel, where it can be accessed until you submit or cancel the application.

As you complete your application it is imperative that the application be clear, complete, and concise. If the project is not adequately described in the application, it will be impossible to conduct a thorough review of the application. Each narrative should be presented in a manner that is easily understood.

- **Match Requirement.** No match is required for this grant.
- **Indirect Cost.** In accordance with 2 CFR 200.332(a)(4) and 2 CFR 200.414, subrecipients of federal awards may charge indirect costs to the award unless

statutorily prohibited by the federal program and in accordance with any applicable administrative caps on federal funding. ADECA will accept a federally negotiated indirect cost rate. If no approved rate exists, ADECA will collaborate with the subrecipient to determine an appropriate rate. This rate will be either a negotiated rate, which can be based on a prior negotiated rate between a different pass-through entity and the same subrecipient, or the 10% de minimis rate of the modified total direct cost (MTDC) as defined in 2 CFR 200.68. If basing the rate on a previously negotiated rate, ADECA is not required to collect information justifying this rate but may elect to do so. Subrecipients are allowed to allocate and charge direct costs through cost allocation. However, in accordance with 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs but not charged as both or inconsistently charged to the federal award. Once chosen, the method must be used consistently for all federal awards until such time as a negotiated rate is approved by the subrecipients' federal cognizant agency.

- **Record Keeping.** Sub-recipients must maintain records that clearly show the source, amount, and the allocation date. The value for personal services, materials, equipment, and space must be documented by the donor. Volunteers must use the same backup documentation the organization uses for its employees.

PART II – AWARD INFORMATION

A. ESTIMATED FUNDING:

The total amount of funds available under this solicitation is estimated to be \$4,700,000.00

There is no cap with regard to how much an applicant can request; however, agencies should keep in mind that the funding request should be based on need and the ability to sustain requested funding level into future years.

B. PERIOD OF PERFORMANCE:

The project period will start October 1, 2022 and will end September 30, 2024.

C. AWARD TERMS AND CONDITIONS

All terms and conditions of an award shall be set forth in an agreement between selected applicants and ADECA.

D. METHOD OF PAYMENT:

In 2 CFR Part 200.305, the subrecipient will be paid on an advance payment basis provided that it maintains a cash management plan, maintains or demonstrates the willingness and ability to

maintain procedures that minimize the time elapsing between the transfer of funds and their disbursement by the subrecipient. If the time between transfer and disbursement of funds exceeds ten (10) days, the subrecipient will not be in compliance with advancement procedure requirements and may be taken off advance payment process. A follow-up invoice must be submitted to account for the actual expenditures made against advances. The subrecipient may request, in writing, to be paid on a reimbursable basis over the duration of the Agreement. subrecipients who are determined as high risk or fail to comply with general or specific terms of the federal award may be placed on a reimbursement basis.

E. FINANCIAL ACCOUNTING PRACTICES:

The following is a list of questions that applicants will need to consider when applying for Federal funding. *Note: All answers should be an affirmative response and applicants must have documentation supporting each response. ADECA may request a copy of supporting documentation as to any and/or all responses during the application/award process or as part of the grant monitoring process.*

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for, separately and distinctly, from other sources of revenue/funding?
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Please provide a brief list of the topics covered in the organization's policies and procedures. ADECA may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicants' financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant?
4. Does the applicant have procedures in place for minimizing the time elapsing between transfer of funds from the United States Treasury and disbursement for project activities?
5. Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes?
6. Does the applicant have a documented records retention policy?
7. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the new Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) issued on December 26, 2013?
8. Are the officials and governing body of the organization bonded?

F. GRANT REPORTING REQUIREMENTS:

Recipients are required to maintain appropriate programmatic and financial records that fully disclose the amount and disposition of funds received (i.e., daily time and attendance records; the total cost of the project; receipts for expenditures); the portion of the project supplied by other sources; and other records. Progress reports are to be submitted in a calendar quarter basis, regardless of the start date of the subgrant project. These reports must provide an update on the project's objectives. Failure to submit these reports in a timely manner will delay any reimbursements submitted within the grant period. See table below for the progress reports due dates:

Report Period	Due on or before the following dates
October 1 st through December 31 st	January 15 th
January 1 st through March 31 st	April 15 th
April 1 st through June 30 th	July 15 th
July 1 st through September 30 th	October 15 th

This 'Request for Proposal' does not indicate acceptance or approval of any proposal in response to this request. No grant or contract payment can be made until an agreement has been fully executed. Therefore, no work shall begin on projects selected for funding until an executed grant agreement or professional services contract has been received. All awards are contingent upon state receipt of Federal funds awarded.